

Administrative Assistant
FULL TIME
Alzheimer & Parkinson Association of IRC

Overall Responsibility

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports Alzheimer & Parkinson Association staff through a variety of tasks related to organization and communication, including answering phones and taking minutes at monthly Board meetings.

Key Tasks and Responsibilities

- Cooperate with others to achieve completion of all administrative activities for the office, primarily in the area of fundraising, marketing and community outreach.
- Record Board minutes.
- Maintain volunteer database.
- Assist with reception and telephones to ensure effective communication while maintaining a professional image.
- Assist in updating fundraising and attendance database.
- Send out correspondence.
- Oversee maintenance of office areas and equipment including copier.
- Order supplies as needed.
- Assist with events as needed.
- Other duties as assigned.

Skills and Attributes

- A minimum of 3 years administrative/general office experience
- Excellent planning and organizational skills
- Well-developed interpersonal and communication skills
- Strong proficiency with computers, especially database management and full Microsoft Office Suite
- Outstanding interpersonal skills with regard to all stakeholders (Staff, Donors, Board Members, Clients, Caregivers and Health Care Providers)
 - Ability to handle sensitive information with discretion and in a confidential manner
 - Previous experience in a nonprofit setting or with fundraising activity a plus

Interested applicants should send their resume, cover letter and salary requirements **by email to:** Judith Lemoncelli, CFRE, Director of Development & Communications at judy1@alzpark.org **no later than November 19, 2018.** Please put the words ADMIN ASST in the subject line.